

EVALUATION COMMITTEE MEETING MINUTES IN-HOME SERVICES FY2007 – REGION V

A selection committee meeting to evaluate In-Home Services RFP proposals for Lincoln and Sanders Counties within Region V was held on Thursday, September 21, 2006, in the conference room of Child and Family Services, 901 Farm to Market Road, Libby, Montana. The meeting came to order approximately at 3:15 p.m. and concluded approximately 6:15 at p.m. This committee was composed of the Regional Administrator, two Child and Family Services staff, and two members of the general public knowledgeable of human services. In attendance were: Art Dreiling, Cathy Spencer, Kindra Hageness, Marquita Peterson, and Tootie Welker. Marcia Dias, from the CFSD Central Office, facilitated the selection process.

Prior to the meeting each committee member scored each proposal submitted. Committee members scored proposals using a standard schedule provided by the Division, which set out maximum allowable points for each section of the proposal. At the meeting each proposal was discussed item by item. Using the consensus process these items were each given an overall, agreed-upon committee score. For each proposal total scores were calculated and the proposal receiving the highest score was to be offered the award.

There were two proposals submitted in response to this Request for Proposals and resulting scores were:

Sunburst Foundation, Inc.	97.0 points
Families in Partnership, Inc.	77.0 points

In many sections of the RFP Sunburst Foundation, Inc. outscored Families in Partnership. However, there was discussion about the good work that had been previously provided by direct service staff from Families in Partnership

The Committee unanimously decided to award the contract to Sunburst Foundation, Inc. in order for it to provide In-Home Services in Lincoln and Sanders Counties. The Committee decided that the Directors of each organization submitting a proposal should be informed immediately rather than waiting until formal, written results were posted on the DPHHS website. Art Dreiling, Regional Administrator, called the respective bidders the following day, Friday, September 23, to inform them of the decision made.

A conference call was held on the next Monday, September 26, including Julie Fleck of Sunburst Foundation, Inc., Art Dreiling, Cathy Spencer, and Marcia Dias. The purpose of this call was to clarify certain proposal items, namely amounts for budget expansion, specific types of services to be provided, and service needs in particular geographic locales.

A conference call was held with the former Director of Partnerships to Strengthen Families, Mary Chaboya, on Monday, October 2, at approximately 8:45 a.m. for the purpose of further discussing contract closure and the disposition of equipment and supplies. As a result of these activities an In-Home Services contract is being put in place for Sunburst, Inc. to serve Lincoln and Sanders Counties.